

## **POSITION OPENING**

### **ADMINISTRATIVE ASSISTANT** **DEPARTMENT of HUMAN SERVICES**

Provides supportive secretarial and office administrative work for the Social Service, Senior Service and Youth Service Offices. Duties include screening incoming calls, scheduling appointments and meetings, composing correspondence, purchasing supplies, materials and equipment for the department and processing payments. Additional responsibilities include coordinating the calendar of events for all activities held in the Senior Center/Youth Services Building, managing the Senior Center database and maintaining the department websites. Excellent customer service, office and computer skills required.

This is a part-time position for 25 hours per week at \$14.00 per hour.

Applications may be obtained at [www.granby-ct.gov](http://www.granby-ct.gov) or from Town Manager's Office, 15 North Granby Road, Granby, CT 06035 on Monday through Wednesday from 8:00 a.m. and 4:00 p.m., Thursday from 8:00 a.m. to 6:30 p.m. and Friday from 8:00 a.m. and 12:30 p.m. Applications will be accepted until 12:30 p.m. on Friday, October 30, 2009. EOE

The Town of Granby is an equal opportunity employer.